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3 October 1951

TO : Chairman, Personnel Promotion, Rotation  
and Assignment Board  
FROM : Assistant Director for Communications  
SUBJECT: Guidance for Board Actions

1. The following precepts are established for guidance in Personnel Promotion, Rotation and Assignment Board actions:

- a. Assignments involving a change in station should be ascertained six months in advance of the effective date for transfer.
- b. Normally, overseas tours of duty shall be limited to two years; however, individuals may be reassigned to the same area for an additional tour of duty where exceptional conditions dictate.
- c. Reassignment of individuals shall be to duties which will broaden their experience in the field of communications, such action being consistent with the over-all requirements of the Office of Communications.
- d. No individuals shall be assigned exclusively to Headquarters training instructor duties for a period greater than two years.
- e. Personnel returning from overseas may be expected to be available for reassignment after three months based on date of departure from overseas post.
- f. Individuals fully qualified for promotion should be reassigned to a slot carrying additional responsibility and the higher grade.
- g. The Committee shall establish norms for each grade which will provide a reasonable indication as to those individuals who shall be considered for promotion. These norms will be based on the following factors:
  - (1) Total experience from the time of graduation from school to the present, in years.
  - (2) Formal education (above high school level) including special training to date, in years.
  - (3) Total OSS, CIG, CIA or related experience, in years.
  - (4) Length of time in present grade, in years.
  - (5) Time over minimum age for present grade, in years.

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SECURITY INFORMATION

**SECRET**

- 2 -

(6) Age of employee.

(7) Individual's scores will be based on the sum of the factors (1) through (5).

h. A minimum age for grade level table is as follows:

<u>Grade</u>	<u>Minimum Age</u>
GS-4	19 years
GS-5	20
GS-6	21
GS-7	22
GS-8	23
GS-9	25
GS-11	28
GS-12	30
GS-13	35

The above minimum ages are to be used in computing the norms for each grade level and in arriving at the score for each individual, but are not necessarily controlling in cases where the Board considers that a promotion is justified.

1. Normally, Headquarters assignments shall be limited to four years duration.

2. Recommendations covering approval by the Assistant Director of requests for transfer from the Office of Communications to other Agency activities shall be made by this Board.

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